



# FIRST MINING GOLD

**Job Category:** Intermediate Accountant

**Employment Type:** Employee (Full-time, Hybrid)

**Location:** Vancouver, British Columbia

First Mining Gold Corp. (First Mining) is guided by its values of safety, integrity, responsibility and collaboration. We develop and operate our projects safely, reliably and with care for our impact on the environment. With our presence in Ontario and Québec, our people play an active role in building strong communities.

We are proud of how our hard work and commitment to sustainability sets us apart and benefits society communities where we operate, every day. We are looking for a new team member who shares our values and is ready to take on exciting challenges.

## **The opportunity**

We are seeking to hire a full-time Intermediate Accountant who will play a key role in supporting the Company's accounting, financial reporting, tax compliance, and internal control functions. Reporting to the Financial Controller, this position is responsible for maintaining accurate financial records, preparing month-end and quarter-end reporting packages, supporting external audits, supporting key accounts payable and payroll review processes, and contributing to finance process improvement and ERP implementation projects. The successful candidate will work closely with various departments and external advisors to ensure compliance with IFRS, regulatory requirements, and company policies.

## **What you will do**

As Intermediate Accountant, your primary duties and responsibilities will be as follows:

### *Accounting, Bookkeeping & Administration*

- Process journal entries to ensure all business transactions are accurately recorded in accordance with IFRS and Company policies
- Perform monthly balance sheet reconciliations
- Prepare monthly bank reconciliations, match invoices and receipts to transactions, perform foreign exchange revaluation calculations, and complete other month-end and quarter-end financial statement working papers and close processes
- Maintain and update financial data in accounting systems to ensure accuracy and timely availability of information
- Support the preparation of tax provisions, tax filings, and returns (e.g., T2, T100, GST, NR4 and other regulatory filings)
- Manage the digitization and organization of legal and accounting records
- Assist with other accounting and administrative projects as required

### Financial Reporting

- Support financial and accounting processes to ensure the timely preparation of accurate financial statements
- Prepare monthly reconciliations and supporting working papers, including equity continuity schedules, cash flow reconciliations, and variance analysis
- Analyze and interpret financial results and investigate significant fluctuations
- Review, document, and assess the accounting treatment of transactions and commitments in accordance with IFRS
- Liaise with and support external auditors during the annual audit, including coordination of audit requests and preparation of working paper files
- Support the preparation of quarterly and annual financial statements in accordance with IFRS including note disclosures
- Perform tie-outs and prepare supporting working papers for external financial reporting
- Perform ad hoc tasks as assigned.

### Internal Controls & ERP Initiatives

- Assist in the design, documentation, implementation, and testing of internal control standards and procedures
- Support management's assessment of Internal Control over Financial Reporting (ICFR)
- Identify opportunities to improve accounting processes and strengthen internal controls
- Participate in ERP implementation, upgrade, and optimization projects
- Assist with system testing, data migration, user acceptance testing (UAT), and process documentation
- Support ERP implementation activities, including data validation, process documentation, testing, and financial reporting requirements.
- Assist with the development of process documentation and user training materials.

### Accounts Payable & Payroll

- Review GL coding entered by the AP Administrator to ensure transactions are accurately recorded
- Review timesheets and expense reports for accuracy, and follow up with appropriate managers on any discrepancies
- Review accounts payable invoices for appropriate approvals, supporting documentation, coding, and applicable taxes
- Monitor accounts payable workflow and follow up on outstanding approvals to facilitate timely processing of vendor payments
- Review payroll reconciliations and payroll-related balance sheet accounts, including accrued vacation and payroll liabilities
- Support year-end payroll reporting and audit requests
- Assist in maintaining strong internal controls over accounts payable and payroll processes.

## Preferred Qualifications and Education

- Bachelor's degree in Accounting, Finance, Commerce, or related discipline
- CPA designation or actively pursuing CPA designation
- 3 to 5 years of progressive accounting experience
- Demonstrated experience with month-end and year-end close processes
- Experience preparing account reconciliations and financial reporting working papers
- Public company, mining, natural resources, or public practice experience is considered an asset
- Experience with ERP systems (e.g., Microsoft Dynamics 365, Sage, or similar) is considered an asset
- Experience participating in ERP implementation or system enhancement projects is considered an asset

## Preferred Technical Skills & Competencies

- Solid understanding of IFRS and financial reporting principles
- Advanced Microsoft Excel skills
- Strong analytical, problem-solving, and organizational skills
- High level of accuracy and attention to detail
- Ability to manage multiple priorities and meet deadlines
- Strong written and verbal communication skills
- Bilingualism in English and French (written and spoken) is considered an asset

## About First Mining Gold Corp.

First Mining is a gold developer advancing two of the largest gold projects in Canada, the Springpole Gold Project in northwestern Ontario, where permitting activities are on-going with a final Environmental Impact Statement / Environmental Assessment for the project submitted in November 2024, and the Duparquet Gold Project in Quebec, a PEA-stage development project located on the Destor-Porcupine Fault Zone in the prolific Abitibi region. First Mining also owns a 20% project interest in the Pickle Crow Gold Project in Ontario and large equity interest in Seva Mining Corp.

First Mining was established in 2015 by Mr. Keith Neumeyer, founder and CEO of First Majestic Silver Corp.

## Apply now!

First Mining offers an attractive employee package, including competitive base salary, participation in our Share-Based Compensation Plan and short-term incentive plan, extended health benefits and excellent career growth prospects. The expected salary range for this role is \$70,000 to \$80,000 per annum.

If you are interested in joining a growing and exciting company, please submit a **COVER LETTER** and **RESUME** to [careers@firstmininggold.com](mailto:careers@firstmininggold.com) by **July 17, 2026**.

## Learn more

Visit us at [www.firstmininggold.com](http://www.firstmininggold.com) and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates.

Thank you for choosing First Mining in your career search.

- We thank all applicants; however, only those selected for an interview will be contacted.
- Applicants must have legal authorization to work in the country in which the position is based with no restrictions.
- First Mining is an equal opportunity employer committed to building a diverse workforce representative of the communities in which we operate. We are pleased to consider and encourage all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age, disability or persons who may require an accommodation, to apply.